

SLVC TIMELINE-SCHOOL WORKING WITHOUT A PARTNER (INDEPENDENT)

**This is a suggested timeframe for annual clinic planning. This process can be expedited and finished within two to three weeks for providers who are new to this process.*

Month/Timeframe	Task/Activity	Responsible Party
June (as soon as possible)	Obtain standing orders for SLVC from school Medical Director. (Model standing order on page 19) *Vaccine coordinator needs to have primary vaccine administrator user agreement	School Nurse
July/Early August (as soon as possible)	Watch for information from Maine Immunization Program that vaccine is available to order. (See Part 5 of Toolkit for information about ordering and storing vaccine). Estimate number of doses to order based on current student population or past experience with SLVC. Schedule clinic dates and times with building principals for each school. Go to: Vaccine Information Statement Current VISs CDC to obtain current year Vaccine Information Sheets (VIS), and any helpful information.	School Nurse
August/Opening of School	Ensure refrigerator that will store vaccine are plugged in and in working order. Begin one week of temperature logs to submit to Maine Immunization Program. (You must have five days of proper temperatures in order to receive vaccine from MIP.) Order vaccine based on estimate. If unable to adequately store vaccine on-site, work with a community health partner to maintain cold chain.	School Nurse
Early September	Set clinic date(s) and advertise in newsletters, school social media, local papers and on website. Inform central office secretaries of vaccine order and request they notify school nurse of delivery	School Nurse

	<p>right away. Recruit clinic staff/volunteers as needed.</p> <p>Prepare vaccine consent packets for mailing/distribution to all students.</p> <ul style="list-style-type: none"> • Pre K-5 packets are sent home with students. • Grades 6-12 are mailed home. 	
September	<p>Order snacks for recovery area from cafeteria.</p> <p>Notify custodial staff of immunization clinic dates, times, locations; request services/equipment as needed.</p> <p>Review all returned consent forms for completeness, consent and signature.</p> <p>Get class lists and organize consent forms for use on clinic day.</p> <p>Check clinic supplies: EPI pens, Benadryl, standing order for vaccine administration, medical dosing sheet, pens, chux pads, tissues, gloves, 2x2 gauze, band aids, hand sanitizers, alcohol pads, needles, syringes (if not prefilled) extra forms, rosters and VIS sheets or EAU information, coolers, ice packs, vaccine – separated by lot number identification, thermometers.</p>	School Nurse
October/Early November or when ready after school opening	<p>Conduct vaccination clinics:</p> <ul style="list-style-type: none"> • Assign volunteer staff to check students in, check temps, escort students to nurse for immunization, escort students out to recovery area, monitor students in recovery area, problem solve and release to class after 15 minutes. • Nurse will administer appropriate immunization based on consent form, document method of administration, time, lot number, site and signature. 	School Nurse/ Clinic Staff/ Volunteers

	<ul style="list-style-type: none"> • Volunteers and school nurses work together to bring students to immunization clinic, control traffic flow and return students to class promptly. • Notify parents of students experiencing adverse reaction or refusing immunization at school. • Document vaccination in ImmPact and school record. • Distribute vaccination record appropriately based on individual age and situation. <p>Establish dates for second dose clinic as needed.</p>	
Week After Immunizations:	<p>Assure all immunizations have been entered into ImmPact within five days of administering vaccine.</p> <p>File consent forms in student health record.</p> <p>Prepare summary of vaccine clinics for superintendent, administration, and school board</p> <p>Doses Redistributed: Contact the Maine Immunization Program regarding leftover vaccine so that it can be redistributed.</p>	School Nurse
January	<p>Complete and submit annual ImmPact User Agreement to Maine Immunization Program.</p> <p>Inventory vaccine clinic supplies and budget for the following school year.</p>	School Nurse